

29 AUG 1980

MEMORANDUM FOR: See Distribution

FROM: James H. McDonald
Director of Logistics

SUBJECT: Quarterly Reporting of Vehicle Mileage
and Fuel Consumption

REFERENCE: Multi Addressee memo from D/L, dtd 11 April 1980,
same subject (OL 0 1662)

1. Reference advised Agency components that, beginning with the quarter 1 April - 30 June 1980, quarterly reports concerning vehicle operations and fuel consumption will be required.

2. The report for your activity has not been received, and your assistance in assuring timely submission would be greatly appreciated. The Plans and Programs Staff, OL, is monitoring this program and will provide guidance for members of your staff should additional information be required.

[Redacted Signature Box]

for James H. McDonald

Attachments:

- A. Reference
- B. Quarterly Report

Distribution:

Orig - D/OC/DDA
1 - D/Sec/DDA
1 - D/[Redacted] DDS&T
1 - D/OSO/DDS&T
1 - D/NPIC/DDS&T
1 - D/GCR/NFAC
1 - [Redacted]
1 - C/SE/DDO

25X1

25X1

25X1

OL 0 3943

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Quarterly Reporting of Vehicle Milage & Fuel Consumption

FROM:

☐/DDO/LO

EXTENSION

NO.

DATE 8 Sept 1980

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Logistics
2C 02 ☐

REF: OL O 3943

Attached is a message sent to

2Plans & Program Staff
Attn: Mr ☐

☐ in regards to the quarterly reporting on vehicle usage. We hope to be on schedule in the very near future.

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